

CHEESMAN TOWER WEST HOMEOWNER'S BOARD MEETING MINUTES
CTW COMMUNITY ROOM
SEPTEMBER 19, 2013

Presiding: Barbara Creek, President

Board Members Present: Doug Beekman, Vice-President

Rita Bastien, Member at Large

Jay Chetney, Secretary

Hall Skeen, Member at Large

Barbara Wagner, Treasurer

CTW Staff: Ray Arellano, Superintendent

Bridget Monk, Office Manager

Weststar Management: Kevin Hayutin and Todd Blik

OPEN FORUM:

- The Homeowner from 1404 requested an update on the landscaping and the progress of the refund from Mile High Greenscapes.

REVIEW OF BOARD MEETING MINUTES:

- The Board requested a revision of the minute's format to bullet points, and planned to meet again during the month, to review the minutes for approval.

REVIEW OF THE FINANCIAL STATEMENTS:

- The Board gave unanimous approval of the August Financial Statements.

REVIEW OF DELINQUENCY STATEMENTS:

- No actions were required at present.

MISCELLANEOUS STATUS REPORTS;

- The Building Maintenance Checklist and Project Calendar were reviewed:
- Ray will continue working on painting the underside of the balcony above the 12th St entrance. He will also continue with the Pool House painting project.
- Todd and Ray discussed the repair work related to the drainage damage of the 15th Floor hallway ceiling.
- Kevin will work with Ray to continue adjusting the new timer for the exterior lights.
- Ray's Comp Time was reviewed..
- The Call/Office Log was reviewed:
- Bridget will investigate a complaint about a mildew smell in the hallways.
- It was decided that the staff may caution Homeowners about preventing the odor of marijuana smoke in the hallways.
- Barb C. will continue updating the Notes to Future Boards.
- Vendor Contracts were reviewed

OLD BUSINESS:

- The Garden Committee has been established and 6 homeowners have signed up. Jay will contact the members to set up their initial meeting.

- The Board requested that oversight of the Pool House plants be done by the Garden Committee.
- The Board also discussed placement of a cautionary sign to inform Homeowners that the Association takes no responsibility for the plants, but will discard any that appear to be unhealthy. No decision was finalized about the sign.
- Another version of the CTW Insurance Matrix was reviewed. The Board continues to have questions about the wording in several sections, and requested that Kevin discuss it more thoroughly with the CTW attorney.
- Doug updated the Board on the proposed changes to the CTW Declarations which is now under review by the CTW attorney.
- The Board gave unanimous approval for the funding of a new reserve study to be done by Borne Consulting.

NEW BUSINESS:

- The Board approved installation of more drainage flashing in the Humboldt St driveway area, to divert water away from the building during heavy rains.
- It was announced that our housekeeper Berta will be resigning in October. A plan was made to have an afternoon farewell event in her honor.
- A proposal was made to review the housekeeping duties for the building, and then divide them between Ray and Bridget. They agreed to the increase in their job responsibilities in exchange for a raise to their salaries. The Board will deliberate this proposal instead of contracting for a new housekeeper before making a decision to offer them a trial run.
- The Board agreed to end the lease of our rental unit per the request of the current tenants, at the end of September.
- A proposal from Bob Chase for the sale of the rental unit was presented by Rita and Jay. Bob included several packets with copies of comparable sales in the immediate neighborhood and his assessment of the current value of the unit.
- The Board agreed to contract with Bob Chase to sell Unit 204, once the title has been searched.

ADJOURNMENT :

- The meeting adjourned at 8:30 PM. The next regular Board meeting is scheduled for October 17, 2013.

Respectfully submitted,
Jay Chetney
Secretary